

## PLANNER II

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### DEFINITION

Under general supervision, performs responsible professional planning work related to current and advanced land use planning and administration of land use controls; performs other related work as required.

### DISTINGUISHING FEATURES

This is a journey level class in the professional planning series. Incumbents of this class perform specific assignments in accordance with departmental policies and procedures. The work may include either advanced or current planning projects, and requires considerable technical knowledge and independent judgment. Work in the class is distinguished from that of higher classes by its lower level of complexity and by the greater amount of supervision and direction received.

### EXAMPLES OF DUTIES

1. Reviews, investigates, and processes various plans and applications, including those for subdivisions, housing and commercial developments, variances, use permits, and business licenses; determines compliance with laws, policies, regulations, practices, and procedures; recommends approval, and identifies problems and alternatives.
2. Reviews and evaluates development permit applications relating to zoning, land division, design review and historic preservation, ensuring processing is in compliance with statutory timelines and noticing requirements.
3. Participates in planning studies by compiling data, performing analysis, and developing recommendations; compiles, maintains, updates and analyzes demographic, and other data; participates in the review, development, or revision of various elements of the General Plan, environmental impact reports, ordinances, various plans, and other policies and procedures.
4. Performs field surveys and performs investigations and studies related to planning and zoning projects or requests.
5. Assists in the administration and enforcement of zoning and land use regulations.
6. Prepares various reports and summaries, including analytical reports, commentaries, and correspondence; drafts revisions to local ordinances, policies and procedures.
7. Provides information and assistance to developers, property owners, and the general public regarding laws, policies, regulations, standards, and procedures regarding submission of plans, processing of applications, and implementation requirements.
8. Participates in coordinating the provision of staff support to various boards, commissions, work groups, and community groups, including agenda preparation; prepares and reviews agenda materials; organizes meetings, conferences, and work sessions; ensures compliance with notification requirements.
9. Makes presentation to the Planning Board, Historic Advisory Board and other City Boards and Commissions or other groups or gatherings.
10. Establishes and maintains accurate records and recordkeeping systems.
11. May provide lead direction and training and coordinate assigned work activities, including oversight of consultant activities.

### EMPLOYMENT STANDARDS

#### Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from an accredited four year college or university with major course work in planning, architecture, urban design, environmental planning or related field.

Experience: Two years of professional municipal planning experience involving current or advanced planning. Planning experience in California is desired.

Knowledge

Knowledge of municipal planning principles and practices, including the California Environmental Quality Act (CEQA) historic preservation, sustainable practices, urban development, urban design, land use economics, and economic development; laws, regulations, and codes governing planning and zoning; public administration and municipal government operations; and basic mathematics and statistical methods.

Ability

Ability to effectively perform professional planning work; perform general and complex plan check review; participate in coordinating assigned activities and functions; interpret, explain and apply complex governmental regulations, and established policies, procedures and codes; compile, analyze, evaluate and explain data related to planning studies; prepare and present clear and concise recommendations; summaries, reports, maps and graphs; apply designated computer word processing, spreadsheets and database functions; read and interpret maps, building plans and specifications; establish and maintain accurate records; clearly define problems and develop solutions; set priorities, meet deadlines and make sound decisions; maintain level of knowledge required for satisfactory job performance; communicate effectively; handle complex and sensitive situations; establish and maintain effective working relationships with employees and the general public; and coordinate assigned work activities.

Other Requirements

Selected positions may require possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.